

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
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14	D/OLL				
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SUSPENSE		Date			

Remarks

For direct response.

for Executive Secretary

16 October 1984

Date

3637 (10-81)

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Executive Registry

84 - 9447

9 OCT 1984

Mr. William J. Casey  
Director of Central Intelligence  
Central Intelligence Agency  
Washington, DC 20505

Dear Sir:

The General Services Administration, Office of Federal Supply and Services, Furniture Commodity Center, plans to develop a Federal Supply Schedule for modular furniture. The product is designed to support office automation equipment and to be used in the open plan office to provide flexibility in office layout and reduce space utilization.

As currently envisioned, the product will integrate some aspects of systems furniture, computer support furniture and conventional furniture. It will not displace the current Federal Supply Schedules for these products, but will be available as an additional alternative to the agencies.

The proposed Commercial Item Descriptions (CIDs) for modular furniture generated significant interest during and subsequent to the initial coordination period. Comments regarding the CIDs have resulted in significant changes in several areas. Accordingly, the documents are being recirculated for formal coordination of these changes.

We request the CIDs be reviewed for technical merit by the appropriate personnel within your organization. Areas which should specifically be addressed are dimensions and dimensional tolerances, testing, material, finishes, etc. Commerciality should be addressed in terms of characteristics which are unrealistic, limiting or unnecessary. Characteristics are intended to be primarily performance-oriented and to set an appropriate quality level and to achieve functionality for the intended purpose. Comments must be submitted to me within 60 days of this letter.

Based on your input, we hope to finalize the CIDs for use in a solicitation for the modular line in early 1985. We expect that contract awards could be made as early as May. We plan to have six (6) aggregate award groups for the eight (8) CIDs. In addition, three award zones comprised of the East, Central and Western states will further delineate the competition. With respect to design and installation services, we also plan to contract for these services effective with availability of the product line. We also request your comments relative to this overall procurement approach.

DCI  
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Any questions relating to proposed CIDs or procurement approach should be directed to Bud Brogan (703) 557-8450 (proposed CIDs) or Shirley Wilson (703) 557-5949 (procurement approach). Additionally, we plan to conduct a meeting in November to outline our plans in greater detail and field any questions you may have. We will announce the time and place of this meeting in a separate letter and in the Commerce Business Daily. Thank you for your continued interest.

Sincerely,

A handwritten signature in cursive script, appearing to read "Vincent D. Burns".

VINCENT D. BURNS  
Director  
Furniture Commodity Center

Enclosure